	FRANKLIN COUNTY FIRE CHIEFS' ASSOCIATION STANDARD OPERATING GUIDELINE	Op-1-Acct
		DATE 6/24/2003 REV. 4/1/2012
	TITLE Incident Accountability	Effective Date 8/1/2012

STANDARD OPERATING GUIDELINE FOR INCIDENT ACCOUNTABILITY


Supersedes FCFCA SOP Op-1-Acct, 6/24/2003

PURPOSE:

- A. The objective of this guideline is to establish a Personal Accountability System through language and procedures which ensure all personnel assignments, functions, and movements are tracked for the safety of all responders on an incident.
- B. The operational functions of Personal Accountability System Levels I, II and III are outlined to ensure proper management of all responders as applicable to the incident.

TERMINOLOGY:

- A. EMERGENCY TONE (ET) – An alert tone controlled and activated by Franklin County Department of Emergency Services Communications. This tone replaced the previously used separate MAYDAY and Evacuation tones.
- B. FRANKLIN – The call sign of Franklin County Department of Emergency Services Communications Talkgroup (TG) Dispatcher/Operators.
- C. INCIDENT COMMANDER (IC) – The individual who is in charge of and responsible for making the strategic decisions and delegating assignments necessary to control an incident.
- D. INCIDENT COMMAND POST (ICP) – A geographically designated location established by the IC, from which primary command functions are executed. All possible efforts should be made to locate the ICP in an unexposed location to hazards where maximum visibility of the incident scene is obtained.
- E. IMMEDIATELY DANGEROUS to LIFE and HEALTH (IDLH) – An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous environment.
- F. MAYDAY – A standard verbal emergency radio transmission used by any first responder, who has recognized themselves or another crew member is in need of emergency assistance to escape an IDLH atmosphere or other life threatening situation.


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- G. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) – An emergency management doctrine used nationwide to coordinate emergency preparedness and incident management and response among the public (Federal, Tribal, state, and local government agencies) and private sectors.
- H. PERSONAL ACCOUNTABILITY SYSTEM TAG (PAS Tag) – An identification tag issued to every responder by the Franklin County Department of Emergency Services, which lists the individual’s personal information including but not limited to: Name, Department, medical information, emergency contact information, and certification levels. An individual’s PAS Tag is to be considered part of the responder’s Personal Protective Equipment. All responders shall be issued two PAS Tags for compliance with Level III Accountability.
- I. PERSONNEL ACCOUNTABILITY REPORT (PAR) – The acronym used to describe a report conducted by the IC or designated individual, which requires contacting crew, division and/or group leaders to ensure the immediate accountability for their personnel.
- J. PERSONAL OWNED VEHICLE (POV) – Any vehicle registered and owned privately, regardless of the personnel’s rank, department and/or governmental affiliation.
- K. PRIORITY – A standard verbal radio transmission used to identify all other urgent messages for tactical considerations such as a rapid change in fire conditions, potential for a collapse, etc. not known to immediately affect the well-being of a first responder, but has the direct potential.
- L. RAPID INTERVENTION TEAM (RIT) – A designated crew or group of personnel that will serve as a stand-by rescue team solely dedicated for the immediate search and rescue of firefighters. This team shall be equipped with the following equipment, but not limited to: full personal protective equipment and SCBA; portable radio; hose line(s); Thermal Imaging Camera; RIT Bag (Supplemental Emergency Breathing Air for downed firefighter); rope; forcible entry and extrication tools; and any other equipment deemed appropriate for the operation.

PROCEDURES:

I. General Guidelines

- A. Personal accountability requires all responders actively participate in the utilization of the Personal Accountability System procedures here by outlined on all incidents.
- B. All responders must maintain and properly utilize their PAS Tags according to the applicable level of accountability established.

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C. All responders shall operate as a crew of two personnel with portable radios when functioning in an IDLH.

D. All responders shall maintain crew integrity via reporting through the chain of command established by the IC.


1. Division/Group/Sector Officers must maintain accountability with all personnel and units assigned to them.
2. Personnel assigned to function as one shall enter and exit the IDHL together.
3. When moving from an assigned area or changing function, personnel shall report accordingly through the chain of command.

E. POV Responder Responsibilities

1. Personnel arriving in POVs must report to the ICP or staging area (if established) for assignment to a unit or defined incident designation.
2. Once assigned, personnel shall immediately conform to the established level of accountability by placing their PAS Tag in the appropriate location.
3. No personnel should assume they are to report to a unit in which normally assigned to.

F. Incident Commander's (IC) Responsibilities

1. Effective utilization of the Personal Accountability System is the ultimate responsibility of the IC.
2. The IC must announce on all appropriate Franklin TGs the Level of Accountability utilizing on the incident if the complexity of the incident warrants anything other than Level I Accountability.
3. The IC must ensure successful PARs are conducted in a timely manner.
 - a. A PAR shall be conduct immediately after the following circumstances
 - i. A MAYDAY, per FCFCA *SOG Op-3-MAY*
 - ii. Utilization of the ET, per FCFCA *SOG Op-4-ET*
 - iii. Structural collapse
 - iv. Evacuation or abandonment of an area or structure
 - v. Change from offensive to defensive operations
 - vi. Any other emergency where the condition, circumstance, or event may be life threatening to personnel beyond the scope of the original incident
 - b. Division/Group/Sector Supervisors shall report for all personnel/units assigned to them during a PAR.

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4. The IC shall utilize an Incident Command System board, chart or card appropriate to the incident and consistent with the NIMS, to record the activities of all personnel and units.
5. When the complexity or expansion of an incident warrants, the IC shall assign an Accountability Officer to assume the responsibility of ensuring the Personal Accountability System is effectively implemented and reported back to the IC.

II. Level I Accountability


- A. When staffing a unit, all responders shall place their PAS Tag on the unit's PAS Tag collector ring immediately initiating the Personal Accountability System.
- B. This level of accountability must be established for all incident responses and will remain in effect until personnel are no longer staffing the unit or a more complex level of accountability is deemed necessary per the IC.

III. Level II Accountability

- A. When the expansion or complexity of an incident requires units to operate for extended periods of time and the IC deems necessary, he/she shall announce the utilization of Level II Accountability over all appropriate Franklin TG.
- B. When deemed in effect, all PAS Tag collector rings shall be immediately removed from all units and taken to the ICP for placement on an accountability board.
- C. This level proves essential for an IC in identifying specific personnel involved in an emergency situation on an incident and determining how many persons are staffing each unit.

IV. Level III Accountability – Point of Entry Control

- A. When the IC determines the incident requires more stringent accountability and limited access to operational areas, he/she will implement Level III Accountability, Point of Entry Control.
- B. The IC will designate an Entry Control Officer to monitor a designated entry point.
 1. The Entry Control Officer shall permit only the units/personnel assigned to enter by the IC through the control point only after collecting each individual's second PAS Tag.

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2. The Entry Control Officer will ensure each individual's name, air supply (if applicable), and the time is recorded upon entry and exit through the control point.
3. When requested by the IC or the Operations Officer (if established), the Entry Control Officer shall be prepared to report the above listed information.

- C. If personnel exit the operational area through any point other than the Entry Control Point, they shall immediately inform the Entry Control personnel of their exit and report to the Entry Control Officer for recording purposes.
- D. At any time personnel become unaccounted for, the Entry Control Officer shall transmit a MAYDAY, per FCFCA *SOG Op-3-MAY*.
- E. When Level III Accountability is implemented, the IC or Operations Officer (if established) should consider moving the existing RIT or establishing an additional RIT to a location in close vicinity to the Entry Control Point.

V. Personal Accountability System Level Termination

- A. If the IC determines the established level of accountability is no longer required as the incident deescalates, he/she shall verbally announce over all appropriate Franklin TGs the termination of the current level, immediately reverting back to the next appropriate level of accountability.
- B. At no time should Level I accountability be terminated.